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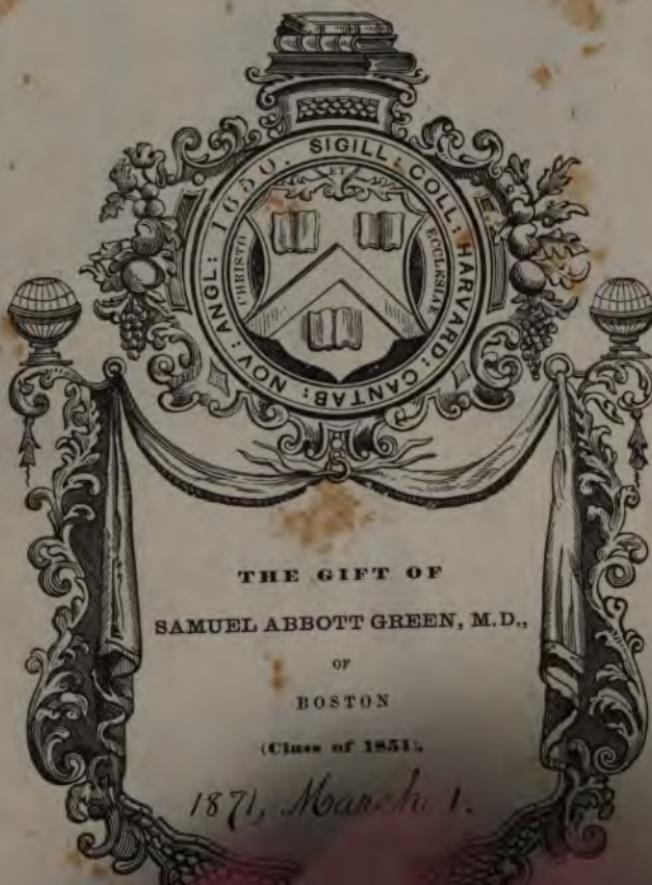
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THE GIFT OF

SAMUEL ABBOTT GREEN, M.D.,

OF

BOSTON

(Class of 1851.)

1871, March 1.





FREE PUBLIC LIBRARIES

SUGGESTIONS

ON THEIR

FOUNDATION AND ADMINISTRATION

WITH

A SELECTED LIST OF BOOKS

*American Association for the
Advancement of Social Science.*

PUBLISHED FOR THE
AMERICAN SOCIAL SCIENCE ASSOCIATION
BY
HURD AND HOUGHTON, 13 ASTOR PLACE, NEW YORK
The Riverside Press, Cambridge, Mass.

1871

AMERICAN SOCIAL SCIENCE ASSOCIATION.

The American Social Science Association is organized in four departments: Education; Public Health; Economy, Trade, and Finance; Jurisprudence and the Amendment of Laws. It thus covers the whole ground of Social Science, and yet breaks it up into divisions, which can be managed by themselves, as well as in relation to one another. Each department is placed in charge of a committee especially selected for the work. Local committees are established in different parts of the country, to serve as rallying points for the members in their neighborhoods. An Executive Committee has its headquarters at Boston, and there directs the general affairs of the Association.

It aims to ensure the welfare of society by promoting the careful study and judicious practical treatment of questions relating to education, employment, and government, including reform in the civil and diplomatic service, in the management of public and private institutions, financial affairs, and sanitary interests. The transactions, as far as published, show what has been attempted, and to some extent what has been accomplished in the prosecution of the objects before the Association.

The experience of five years is enough to show that it was not instituted too soon, or organized too broadly for the necessities of the time. Its members are now upwards of six hundred in number, and they unite in asking the coöperation of all who are willing to exert themselves for the common welfare.

The general expenses, including but one salary, that of a Secretary, are met by the annual subscriptions of members. The present assessment is five dollars, the payment of which entitles the subscriber to receive the publications of the Association. Life memberships of \$100 each, and donations of various amounts, have hitherto sufficed to meet the expenses of printing, which are necessarily large.

Subscriptions may be remitted to "The Treasurer of the American Social Science Association," 13 Pemberton Square, Boston, Mass.

BOSTON, March 1st, 1871.

FREE PUBLIC LIBRARIES;

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BOSTON:

Published by the

AMERICAN SOCIAL SCIENCE ASSOCIATION,

13 PEMBERTON SQUARE.

1871.

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1871, March 1.

Gift of
Sam'l. A. Green, M.D.

of Boston.

(Feb. 26. 1851.)

RIVERSIDE CAMBRIDGE:
PRINTED BY H. O. HOUGHTON AND COMPANY.

NOTE.

THE object of this pamphlet is to help the growth of free public libraries, to suggest their planting where they do not exist, and to favor their development where they do.

It is also the desire of the Association to respond to the want implied in the following extract from the Annual Report for 1869 of the Superintendent of the Public Library of Boston :—

“ We have no schools of bibliographical and bibliothecal training whose graduates can guide the formation of, and assume management within, the fast-increasing libraries of our country ; and the demand may perhaps never warrant their establishment: but every library with a fair experience can afford inestimable instruction to another in its novitiate ; and there have been no duties of my office to which I have given more hearty attention than those that have led to the granting of what we could from our experience to the representatives of other libraries, whether coming with inquiries fitting a collection as large as Cincinnati is to establish, or merely seeking such matters as concern the establishment of a village library. It is much to be hoped that during the coming year there will be instituted an organized medium for such inter-communication, under the direction of the American Social Science Association.”

In preparing this pamphlet, the Association has had aid from several members, especially the Superintendent from whose Report the foregoing extract has been taken.

GENERAL DIRECTIONS.

FIRST STEPS.

FIRST of all is the project of the library, then the enlistment of the right men and women to secure its execution. Public interest is to be aroused, in some communities created, and whatever means may be properly directed against apathy, narrowness or stinginess in opposition, are to be employed. In many cases, a brief circular to the towns-people, explaining the plan, and describing the experiences of towns possessing libraries, will be found serviceable.

As an example of what may be done by means of a circular, the following extracts are given from a recent Report on a proposed library for the town of Milton, Massachusetts:—

“ Libraries, accessible to the people, have always been encouraged in the most intelligent and advanced communities. The father of social libraries in this country is Benjamin Franklin. They took for their model the proprietary library of Philadelphia, which was founded in 1731, mainly by his exertions. To use his own words, they ‘improved the general conversation of the Americans, made the common tradesmen and farmers as intelligent as most gentlemen in other countries, and perhaps contributed in some degree to the stand so generally made throughout the colonies, in defense of their privi-

leges.' With the great patriot and philosopher, these were not words of theory alone, but of experience. In the sharp struggle of his youth for a livelihood, he had learned the priceless value of good books to a young man without patrimony, and dependent upon his own hands and brain for support. To such libraries, however, subscribers only were admitted ; and beneficent as they proved, they yet failed to reach a large portion of the community. In the direction of a freer system, but with special and almost exclusive reference to children in the public schools, the State of New York in 1835, and our own State in 1842 and 1843, enacted laws authorizing the establishment of School District Libraries. These did much good in directing public attention, and preparing the way, but they were too limited in their scope ; and besides, it was found that the town system for the support and administration of a library, like the town system for the support and administration of schools, was more likely to secure the best results.

"Accordingly, in 1851, our Legislature enacted a law authorizing towns to establish and maintain Public Libraries, and raise money for the purpose. Under this Act, and the additional legislation of 1866, each town has ample and unrestricted power to establish and maintain a Public Library, and to provide suitable buildings or rooms therefor."

"It may be worth while to note that almost contemporaneously with the Act of 1851 — a few months earlier — similar legislation for town libraries, to be voted upon by the burgesses, and to be supported by local taxes, took effect in England, which has been amplified by succeeding Acts of Parliament. Under it libraries have been opened at Manchester, Birmingham, Liverpool, and less populous places, often with imposing ceremonies. By the concurrence of all testimonies, they have already achieved a great work in spreading intelligence among the masses,

particularly among artisans and families of limited means, and they promise to realize still greater results in the future. This system has been extended in a measure to Canada and other British Provinces. The State of Wisconsin, in 1859, established a liberal system of Township Libraries ; and other Western States have moved in the same direction."

"Your Committee believe that such a library would be useful, directly or indirectly, to all the citizens of the town. It would be especially so to those whose straitened means do not allow them free access to books. Few, if any, households would fail to seek and appreciate its benefits. In all seasons it would be resorted to by a large proportion of our people, and in the winter and less occupied seasons it would be an unfailing source of entertainment and profit. Besides its advantages to adults, it would be of great service to the scholars of the High School, and to the advanced scholars of the grammar schools. Indeed, no school education is complete which does not conduct the child to a good library. Nor is it unworthy of consideration that a town library would bring our people more together, and stimulate a greater unity of feeling among them and a greater interest in the common welfare. It would make a residence in the town more attractive and valuable, and invite others to remove to it, who, by sharing our taxation, would reduce the rate now assessed upon us. May we not also with much confidence expect that when its success is assured, citizens or natives of the town, following the example of Joshua Bates and George Peabody, and many other benefactors of town libraries, will enrich it with donations and legacies? The experience of other towns warrants this expectation."

Next comes the selection of a board of management. Even before the library exists, or the board can be formally appointed, its designation is of great consequence. In fact, the value of the library to

come will depend upon the persons who are to usher it into being.

One of their first acts should be the choice of a librarian. If not fully qualified, he should make a study of the work to be done, and fit himself at once to be the literary counsellor of the institution.

As he must act upon some clearly defined system, it will be well to give early consideration to rules concerning

THE LIBRARIAN AND HIS DUTIES.

ART. I. The Librarian, under the direction of the Board or Committee on the Library, shall have the charge and superintendence of all books and other property belonging to the Library, and shall be responsible for the due care thereof.

ART. II. He shall be present in the Library in person, or by an assistant approved by the Board, at all times when it is open to the public.

ART. III. He shall cause to be entered in a record to be called the "Catalogue of Accessions," the title of every book added to the Library, the date of its reception, its cost if purchased, the name of its donor if given, and such other particulars as the Board may direct. And no book shall be put in use until so recorded.

ART. IV. He shall promptly acknowledge all gifts to the Library, in such form as the Board may direct.

ART. V. He shall arrange all the books on the shelves in a proper order, and prepare such catalogues, lists and forms as the Committee on the Library may direct.

ART. VI. He shall affix a star to the titles of such

books as from rarity, costliness, or literary character should not be permitted to go into the hands of a borrower without his special permission.

ART. VII. He shall cause every volume, before it is lent, to be neatly covered with suitable paper, and to have attached to it such Rules of the Library as are needful to be known by those who may use it, and also a book-plate with the date of accession, the donor's name if it be a gift, the number of the shelf on which it is kept, and the number it bears on the Catalogue of Accessions.

ART. VIII. He shall keep a record of all books asked for which are not in the Library, with the names of the persons asking for them.

ART. IX. He shall annually, under the direction of the Board, make all needful preparations for the examination of the Library, and shall at the same time make and present to the Committee a detailed report of its condition and increase during the year.

ART. X. He shall make, subject to the approval of the Board, all contracts with agents for supplying books, and order all such as are determined upon.

ART. XI. He shall appoint all assistants and fix their salaries, subject to the approval of the Board.

SITUATION OF LIBRARY.

This is one of the early points to be considered, and a very important one. If not of easy access, agreeable and commodious, the library will soon be neglected. Small or large rooms will serve for library purposes, but a large room should be divided by narrow alcoves or lines of cases. Light is of great importance, and a top-light is preferable on many accounts to side-windows.

The room once determined upon, it must be fitted for the work to be done in it.

SHELVING.

It may usually be reckoned, with a general assortment of books, that about one square foot of wall surface will be required to shelve eight to ten volumes. This space will be more generally sufficient, if the shelves are made movable. A series of round holes, one third of an inch in diameter, one above the other, about one inch apart, and rather less than one inch from the front and back edges of the uprights of the cases, fitted with pegs stout enough to hold a heavily laden shelf, will be found a good means of support. The front and rear holes must of course be on the same level.

Glass doors over the cases promote cleanliness ; but besides the extra expense, they are troublesome when the books are much used. One case so provided may, however, be convenient for rare and costly books. Flaps of leather or cloth attached to the edges of the shelves, and hanging down two inches, exclude a great deal of dust, and if kept in good order and of colors harmonizing with the binding, improve the appearance of the shelves.

Never have the top of the highest books over eight feet, or, better, seven feet from the floor. If eight feet are taken, a low stool will enable everybody to reach the top books ; ladders being noisy, inconvenient, and occasionally dangerous. If the room is sufficiently high and the upper wall surface is required, use galleries, with fixed stairs leading to them. But a large number of books can be got into a small room, if it is compactly shelved.

After the wall-surface is shelled, put rows of cases in the centre of the room. They should not be over four feet long, unless divided by uprights. They may open on both sides, and the shelves should be about two feet deep, and the fore-edges of the books (facing each side) will come into proximity. Leave passages three or more feet wide between the cases, and between the sides or ends and the wall shelves, and let these passages proceed from those windows which give the most light, if windows are on more than one side of the room.

When the room is filled with these cases, a small room will be needed for the library work, which till then may be done in the main library room.

Of course, if every visitor has access to the shelves, a more open arrangement of the library may be desirable; but if the library becomes considerable, and is much used, prohibition of access to the shelves, for general uses, will be found desirable.

In numbering the shelves, give each space between uprights a distinct number from one upwards. Number the shelves from the bottom up, 1, 2, 3, etc. Except in case of very small books, 9 will rarely be reached, if the cases are kept low in altitude. Then it is desirable to number the books in order on the shelves, especially if they are covered. A book number will then read thus, 95. 4, which is interpreted by the figure or figures after the dot signifying the order on the shelf; the figure before the dot, the shelf; and the figure or figures before that, the range or case, *i. e.* the space between uprights. In other words, 95. 4 means the 4th book on the 5th shelf of the 9th case; and should that book be a work in

more than one volume, the designation would be 95.4.3, if the third volume is meant.

In putting books upon the shelves, the aim should be to locate the classes most in demand nearest the delivery. If duplicates are kept, put them, if possible, on the same shelf with the original copy, and give them the same number, with the addition of *a*, *b*, *c*, etc., for the first, second, third additional copy, etc.

SHELF-LISTS.

Shelf-lists are necessary to the thorough administration of a library, though the trouble attending the preparation and keeping of them may deter librarians of small collections from the undertaking. An examination of the library, equivalent to what a merchant would call taking account of stock, can only thus be accomplished with any degree of satisfaction. They are made in the form of books, ruled so that a brief title of each book will stand opposite its order number on each shelf; and to the title should be annexed the accession number of the book, as a means of identifying it, and tracing its history. As in the following list :

Order No.	Vols.	Title.	Accession No.
1	12	Washington's Writings.	20
2	1	Federalist.	185

ACCESSION CATALOGUE.

The first entry of a book should be made in a catalogue of accessions, with a number prefixed, and date and other particulars appended to the title. This gives the history of the book's acquisition, and the

number written in the book, generally on the reverse of the title, will show its place in the Accession Catalogue. The necessity for much detail will not be great in small libraries ; but librarians will find that for the satisfactory understanding of their own work, they will gradually devise something of this kind.

CLASSIFICATION.

This, in a small library, need be but general. But even in marking out several divisions, a question instantly arises as to the allotment of space to each. It may vary from one extreme, in which the aim is to provide whatever those using the library may wish to read, to the other, in which such books only are provided as it is thought they ought to read. Supposing this settled, the classification may be much like that of the list accompanying these directions, namely : Art, Biography, Fiction, General Literature, General Science, History, Periodicals, Poetry, Reference, Travels.

CATALOGUE.

Here the librarian will find the most perplexing part of his work ; and, if his collection becomes of some size, the necessity for a more comprehensive indexing of its stores than at first sufficed, will open to him the abundant and troublesome mysteries of cataloguing. Before beginning, it is essential to devise some regular system. No library can be so small as to render the character of its catalogue an unimportant matter.

Whether the catalogue shall be on cards or in a volume, will have to be decided in the first place. The cards, if adopted, should be about 5 by 2 1-2

inches, ruled, and thick enough to stand on edge in trays or drawers, when loosely pressed together. If tags be attached to the upper edges of the cards at intervals one or two inches along the row, a catch-word can be written on these tags, which will be in sight, and will assist the seeker in finding the point of his search. The writing is more easily done on cards than on the leaves of a large folio, because these have to be turned in making the entry. But the great advantage of the card system is the possibility of a perfect alphabetical arrangement. If the public, or careless assistants, have access to the cards, the chance of misplacement or abstraction can be reasonably provided against by running a wire over the middle of the cards, but the wire should be removable when new cards are to be inserted. If the volume or folio system is adopted, there should be interleaves, in order to receive new titles, or the entries may be written on slips of thin paper, to be pasted with blank spaces intervening. The advantages, on the whole, seem to be in favor of cards.

The exterior form of the catalogue determined upon, there comes the question of arranging titles, namely, whether they shall be entered by authors or by subjects. A combination of the two methods, similar to that in the catalogue of the Boston Public Library, will generally be found the best suited for a collection formed for ordinary use. The main entry should be made according to the author, when known, and when unknown, according to the most indicative word of the title, and this may be desirable even when the author is known, if the book is likely to be inquired for under its title by such as may not know its author. To those who know the

book by its title, or the author by a pseudonym, it will be an assistance to have another but briefer entry under either or both of these headings, *e. g.*, Knickerbocker's New York may be sought for by those who do not know that Irving was its author. Such an entry is called a cross-reference and is of great value to those who know what they are interested in, and desire to learn what books are upon it. Cross-references are also serviceable in grouping subjects. It is always best, in these cases, to be as specific as possible. If a book is on "Conchology," put it under that, and not under "Natural History;" but under "Natural History," after having given the general works, a note may be added, "See names of specific branches of Natural History, as Conchology, Geology, etc."

The entry, or the heading of the entry, is the cataloguer's work; the title following the entry is the author's, and should be accurately copied, or if long, abridged, so as to preserve the author's words as nearly as possible. Occasionally something may be advantageously added to the title to make it clearer, or to render the abridging more direct.

If the name of the author of an anonymous or pseudonymous work is known to the cataloguer, it should be taken as the heading. In the case of an anonymous work, "[*Anon.*]" should be inserted after the title and before the imprint. In the case of a pseudonymous work, "[*Pseud.*]" should be inserted after the fictitious name.

Contents should not be given as a general rule, if the work is contained in a single volume. If added, they should be entered in the following manner:—

BROWNING, E. B. Poems. N. Y. 1862. 4 v.

Contents.—Vol. I. A Drama of Exile ; The Seraphim ; Prometheus Bound, from the Greek of Æschylus ; Lament for Adonis, from the Greek of Bion ; Vision of Poets ; The Poet's Vow ; The Romaunt of Margret ; Isobel's Child ; The Romaunt of the Page ; The Lay of the Brown Rosary ; Romance of the Ganges ; Rhyme of the Duchess May ; Miscellaneous. II. Miscellaneous ; Sonnets ; Casa Guidi Windows. III. Aurora Leigh ; Miscellaneous. IV. Memorial, by T. Tilton ; Last Poems ; Translations.

It is desirable to specify the edition unless the edition is the first. It is frequently the case, however, that every thousand copies of a stereotyped book is called by the publisher a separate edition ; and, for many such editions, there may perhaps be no alteration in the book, except in the word on the title-page expressing the number of the edition, and in the date. But the edition should be noted as a distinct one, if the book contains important alterations.

The designation of form, as determined by the fold of the sheet, is added to the title to enable one to distinguish between different editions of a book. Great care should be taken to ascertain the fold, whenever this is possible. "Very important errors would arise," says Horne (Introduction to the Study of Bibliography, vol. I. p. 290), "if, in a catalogue, a small octavo were described as a duodecimo. Editions would thus be created which never had any existence."

The designation of form is to be determined by the number of *leaves* into which the sheet is folded, never by the actual size or shape of the book.

A sheet not folded is a *broadside*.

A sheet once folded, forming 2 leaves, or 4 pages, is a *folio* (f°).

A sheet twice folded, forming 4 leaves, or 8 pages, is a *quarto* (4to or 4°).

A sheet folded to form 8 leaves, or 16 pages, is an *octavo* (8vo or 8°).

A sheet folded to form 12 leaves, or 24 pages, is a *duodecimo* (12mo or 12°).

A sheet folded to form 16 leaves, or 32 pages, is a *sesto-decimo* (16mo or 16°).

A sheet folded to form 18 leaves, or 36 pages, is an *octo-decimo* (18mo or 18°).

A sheet folded to form 24 leaves, or 48 pages, is a *vigesimo-quarto* (24°).

A sheet folded to form 32 leaves, or 64 pages, is a *trigesimo-secundo* (32°).

Other forms than these are rarely met with. Instead of the Latin names, the terms *sixteen-mo*, *eighteen-mo*, etc., or *sixteens*, *eighteens*, etc., are customarily substituted.

To ascertain the fold of the sheet, it is absolutely necessary to examine the signatures, that is, the letters (J, V, and W are not used, not having been in the old Roman alphabet), or figures placed at the bottom of the first page of each sheet, as guides to the printer and binder, to denote the order of the sheets.

When books are printed in half-sheets, the signatures are precisely the same for octavos in half-sheets as for quartos; for sixteens in half-sheets as for octavos; for twenty-fours in half-sheets as for duodecimos; for thirty-twentys in half-sheets as for sextodecimos. The signatures, therefore, considered in themselves, are often ambiguous. If they are eight leaves apart, the book may be 8° or 16°; for the majority of modern sixteens in this country and in England are printed in half-sheets. If they are six leaves apart, it may be a 12°, 18°, 24°; for in the ma-

jority of modern books of these denominations, the signatures succeed each other at that interval. In such cases all that can be stated with certainty is the number of leaves intervening between the successive signatures. Subordinate signatures (as 3*, 3., 3.., A2, etc.), do not help to determine the form of the book, but are intended merely as guides to the printer in imposing and to the folder in folding.

EXAMPLE OF ENTRY.

Whether in a volume or on cards, the entry should be made in accordance with previous directions.

If in a volume, it would appear in this form :—
“456. Ticknor, G. Life of W. H. Prescott.

Boston, 1864. 4°. 48.9.”

The number on the left is that of the Accession Catalogue; on the right, of the shelves. If a cross-reference is made, as is desirable, it would run, “Prescott, W. H., Life of. Ticknor, G., 48.9,” because only the prominent points of the first entry need be repeated.

If cards are used, the entry will be thus :—

123.	35.6.
Norton, Charles Eliot,	
The New Life of Dante.	
An Essay, with Translations.	
Cambridge, 1859.	
4°	

The number in the left-hand corner shows the place of the book in the Accession Catalogue ; that in the right hand, its place on the shelves. The first line below gives the name of the author ; the next, the main title of the book ; the next, any additional title ; the next, the imprint and date ; and the last, the size. A cross-reference may then be made, beginning with "Dante, The New Life of," etc.

USE OF THE LIBRARY.

The following rules are recommended :—

ART. I. Every inhabitant of the town of — over 16 years old, shall be entitled to the use of the Library in accordance with the regulations. Persons under that age may be admitted upon guaranty, after subscribing a promise to obey the rules, or in any other way that may be satisfactory to the Librarian.

ART. II. Any person taking books from the Library may be required to make a deposit in proportion to their value.

ART. III. No person shall be allowed more than one volume, and no family of the same household more than three volumes at a time.

ART. IV. All books are to be returned within 14 days from the date of delivery, under penalty of 2 cents per day for all delay. The Board or Committee on the Library may, by due notice affixed to the volume, require new books to be returned within a shorter time.

ART. V. Any book retained two weeks beyond the time prescribed by these regulations shall be sent for by the Librarian, and the messenger's fee be charged.

ART. VI. Any book may be renewed once to the

same person, but not more than once, until it shall have remained in the Library one full library-day.

ART. VII. All injuries to books beyond reasonable wear, and all losses, shall be made good to the satisfaction of the Committee on the Library by the person to whom the book is charged. Any book not returned within one week after it has been sent for by the Librarian, shall be regarded as lost. If the volume lost or injured forms part of a set, the whole set shall be replaced by the person liable, he being entitled to the damaged set.

ART. VIII. All books shall be returned to the Library at such times as the Committee on the Library may appoint by reasonable notice, under penalty of a fine of one dollar.

ART. IX. No person owing any fine or forfeiture shall receive books from the Library until the same is paid.

CHARGING LOANS OF BOOKS.

Two systems are in vogue in libraries. 1st. The account is kept with the borrower. 2d. The account is kept with the book. Each has its advantages. The former simplifies the process of levying and charging fines for the over-detention of books; while the latter enables the librarian to trace a book at all times without trouble, and gives much desirable statistical data regarding the character of the circulation, and the popularity of particular books. Both systems require the registration of the borrower, his name, residence, and, if need be, reference.

On the first plan, a folio volume is generally used, borrowers being recorded alphabetically by giving a page, or part of a page, to each.

On the other plan, the simplest mode is to employ slips or cards, one being given to every book in the library. These are kept upright, arranged numerically for easy reference. Whenever a book goes out, its card is found, the date of taking the book and the registration number of the borrower are written on it ; and when the book is returned, the card is again found, and the date of return written down. Each card accordingly shows the history of its book's circulation. Where the number of volumes is not large, this system has many advantages ; but where the books are numerous and much used, additional means are needed to prevent a borrower's keeping a book beyond time, or taking a new book while he has one already. The choice of precautions may be left to be determined according to the circumstances of the library and its frequenters.

A READING-ROOM FOR PERIODICALS

Is included naturally within the scope of a library. It may be a separate room or a part of the library-room itself, according to circumstances. In a small town, where everybody is known, and calls are not numerous, there will be little practical objection to allowing periodicals to be taken out like any other works, though for a shorter time. If the demand increases, the current numbers of periodicals may be exposed upon tables, where all can freely handle them. In the experience of large libraries, however, where the frequenters are numerous, and few can be known to the library officers, and where the periodicals are taken in great variety, inconvenience has arisen from this freedom, so that a system of deliv-

ering them from a counter, and taking a receipt for each, has been adopted.

PAMPHLETS.

Small libraries cannot generally afford time or space for the thorough arrangement of pamphlets ; but as they will inevitably accumulate, time ought to be found, if possible, to make some arrangement of them. Boxes made of card-board can be procured at moderate cost. If not kept, pamphlets should not be destroyed, but sent to some large library, where their management is systematized, and every pamphlet is duly catalogued. A pamphlet is often the harder to get from having been widely distributed, as a sense of its commonness not unfrequently leads to its destruction.

IMPERFECT SETS.

A library which is much used will experience the annoyance of having one or more volumes of a set lost or worn out. It is usually the case with two-volume novels that the first becomes useless long before the second ; and as editions are not printed with a superfluity of first volumes, it is almost vain to try to restore the missing volume. With other books, odd volumes can be occasionally found, but there is no one in this country who makes a thorough business of completing imperfect sets, as in Europe. The American and European Magazine Company of New York supply missing numbers of periodicals, and their catalogue of prices can be had on application to them.

BINDING.

If the practice is to cover the books, much can be

saved in binding. Plain, uncolored sheep backs, with common paper sides, without lettering or tooling, answer every purpose. Plain, but neat and strong half-leather binding, with lettering sufficient to indicate the book, is better for public libraries than any elaboration for the sake of elegance. It is not meant by this, however, to preclude a certain correspondence in character between the outside of the book and the fineness of the paper and type within, which is to some extent desirable.

PURCHASES.

The Association by which this pamphlet is issued will furnish the address of a bookseller, if desired, by whom a liberal discount on the retail prices of books will be allowed. In this the Association has no pecuniary or other interest, and neither guarantees the bookseller to the library nor the library to the bookseller.

All booksellers will allow some discount to free libraries, the rate varying according to the amount and frequency of orders. Books of English imprint, if bought to any extent, should be imported in order to save the 25 per cent. duty.

Clearance Lists are issued by large circulating libraries, like Mudie's in London, and the New York Mercantile Library, containing duplicates of books, that have had their first run, and are then offered for sale at much reduced prices.

COLLECTIONS.

There are various "libraries" or series of books, published in uniform shape, which can be purchased throughout or in separate volumes; and in a large library, it is often desirable to procure them entire. Small libraries may make a selection.

The following are best suited for popular libraries :—

a. Library of Useful Knowledge. London. 353 numbers at 6*d.* each.

b. Library of Entertaining Knowledge. London. 43 vols. at 2*s.* 3*d.*

c. Bohn's Standard Library. A good collection of over 150 volumes, and still increasing.

d. Bohn's other Libraries are all good selections, like the "Scientific," "Antiquarian," "Illustrated," "Cheap Series," etc.

e. Both Bohn's "Classical Library" and Harper's "Classical Library" offer a fair collection of English translations from the Latin and Greek.

f. Murray's "Family Library," London, in 80 volumes, and Harper's "Family Library," New York, in about 190 volumes, are both desirable series.

g. Novels. Of the older school, there are Barbauld's British Novelists, 50 volumes ; Ballantyne's Novelists' Library, 10 volumes ; Roscoe's Novelists' Library, 19 volumes. A large portion of the well-known Tauchnitz "Collection of British Authors" is novels. The most extensive uniform edition published in the United States, is Harper's "Standard Novels," which has maintained as good a character as could be expected.

h. Poetry. Ten principal collections of the English poets have been published within the last hundred years. The best is an American one issued originally by Little, Brown & Co., and now published by J. R. Osgood & Co. The text of the earlier poets has been carefully corrected ; that of the more recent, like Byron, Coleridge, Scott, Southey, Wordsworth and others has been included, making 44 poets in 128 volumes.

i. The Drama. The four principal English collections are Scott's (Sir Walter) Modern British Drama, 5 volumes ; Cumberland's British Drama, 14 volumes ; Bell's

British Theatre, 17 volumes ; Mrs. Inchbald's British Theatre, 25 volumes, with 7 volumes additional of farces. These collections often show the plays in their stage adaptation, and so differ from the drama as printed in the works of their respective authors. The American collections have been numerous, under the title of French's Standard and Minor and American Dramas, Wemyss' Minor Drama, Sargent's Modern Standard Drama, and Spencer's Boston Theatre ; but, owing to changes in publishers and the separate publication of each play, sets are often much confused.

k. The Tauchnitz (Leipsic) Collection of British, including some American, Authors, in its little square-shaped volumes, is well known. As it cannot be introduced into England, it is intended for readers on the Continent and in this country. The latest lists can be procured of the importers, and one, down to the middle of 1870, will be found in the Class list for Poetry, etc., of the Boston Public Library. The collection now numbers about 1,200 volumes.

l. The Tauchnitz Collection of German Authors, in English translation, has recently been begun in uniform shape, and promises well.

m. Weale's "Series of Elementary Works for Beginners," on matters of a technological nature, in small volumes. An admirable set.

EDITIONS.

The naming of different forms of books by publishers is sometimes perplexing. "The Globe Edition" has been of late a name covering a wide difference in appearance, but usually compact in type and convenient in size. It began with some English publishers, in new editions of the chief poets, and has been continued in various issues abroad and at home. "Household Editions" became popular,

several years ago, with the issue of the *Waverley Novels* in a small handy volume, and the name has since been given to other publications. A "blue and gold" series, begun with an American edition of Tennyson, has had many successors and imitators. A few years since a "Diamond Edition" of Dickens started a fashion, that fortunately for people's eyes, to which its small type was very trying, did not become popular. With the open page of poetry it is better, and printed on larger paper, with a red line surrounding the page, has reappeared in "Red-line Editions."

WORKS FOR CONSULTATION.

In giving these hints concerning the management of libraries, two objects have been in view: 1. To convey actual information; 2. To show the necessity of more extensive investigation.

The following works are recommended for consultation:—

British Museum Catalogue, vol. 1. (the only printed volume). This contains the rules of cataloguing followed in that great establishment.

Smithsonian Report on Cataloguing, by Professor C. C. Jewett. Its precepts are generally exemplified in the printed catalogues of the Boston Public Library.

The Boston Public Library has issued for its Bates Hall collection, two large 8o volumes, and a third volume is in preparation. The first Catalogue of its Lower Hall gave the titles with equal fullness, and eight annual supplements followed, when a reissue of the entire Catalogue for that hall was begun with briefer titles, and now consists of six Class lists, of which frequent editions are printed. Bulletins (hereafter mentioned) show the later additions.

Boston Public Library Reports, particularly Superintendent's (Mr. J. Winsor) Report for 1869; full of varied and impressive information.

Congressional Library Catalogue. This can be studied with great gain.

Allibone's Dictionary of British and American Authors, with indexes of subjects. One of the first books to be ordered for a library.

American Literary Gazette and Publisher's Circular. Philadelphia, monthly, \$2.00 per annum. This contains lists, with prices of all books published in the United States, and announcements of forthcoming books.

London Bookseller. This covers the same ground for British publications.

Book-lists and Bulletins are published monthly by various publishing houses, and almost every publisher issues at intervals catalogues of his publications and stock. These can usually be procured on application. The Boston Athenæum, the Boston Public Library, the Mercantile Library of Brooklyn, the Library Company of Philadelphia, issue lists of books added to their collections at intervals of a few months; and once a year, the Library of Congress prints a volume of its accessions, — all of which are useful to a Free Library.

Two recent works on the choice of books may be examined: —

1. **Books and Reading ; or, What books shall I read, and how shall I read them?** By Noah Porter, Professor in Yale College. N. Y. 1871.
2. **What to Read and how to Read ; being classified lists of choice reading, brought down to September, 1870.** By Chas. H. Moore, M. D. N. Y. 1871.

LIST OF WORKS IN THE ENGLISH LANGUAGE SUITABLE FOR FREE LIBRARIES.

THE object of the following list is to present a few thousand volumes for free libraries to begin with. It is intended to provide amusement as well as instruction, and for readers of all ages and various degrees of education.

Tr. indicates translation.

* points out books that may be omitted from first purchases, either on account of cost, or because less adapted to general circulation.

ART.

Allston, W. Lectures on the Fine Arts (and Poems).
*Crowe, J. A., and Cavalcaselle, G. B. History of Italian Painting.
*Didron, A. N. Christian Iconography. Tr. Bohn's ed.
*Eastlake, Sir C. History of Oil Painting.
*Fergusson, J. History of Architecture.
Jameson, A. Poetry of Sacred and Legendary Art.
Legends of the Madonna.
Legends of the Monastic Orders.
*Jameson, A., and Lady Eastlake. History of our Lord.
Kugler, F. Handbooks for the Italian, German, Flemish, Dutch, Spanish, and French Schools of Painting. Tr. Illustrated ed. Continuation by Sir E. Head.
*Lübke, W. History of Art. Tr.
Müller, C. O. Ancient Art and its Remains. Tr.
Parker, J. H. Introduction to the Study of Gothic Architecture.
*Perkins, C. C. Tuscan Sculptors.
Italian Sculptors.
Reynolds, Sir Joshua. Academic Discourses. Bohn's ed.

Ruskin, J. Elements of Drawing.
 Modern Painters.
 Seven Lamps of Architecture.
 Stones of Venice.

Tuckerman, H. T. Book of the [American] Artists.

Viardot, L. Wonders of Italian Art. Tr.
 Wonders of European Art. Tr.

*Walpole, H. Anecdotes of Painting, etc., in England.

Westropp, H. M. Traveller's Art Companion: a Handbook of Archaeology.

Wornum, R. Epochs of Painting. London ed. 1864.

Wyatt, M. D. Fine Art. A Course of Lectures.

BIOGRAPHY, INCLUDING LETTERS.

Abbott, J. Alfred of England.
 Elizabeth.
 William the Conqueror.

Adams, H. G. Weaver-boy. Life of D. Livingstone.

Andersen, H. C. True Story of my Life. Tr.

Andrews, S. T. Life of our Lord.

Arago, D. F. J. Biographies of Distinguished Scientific Men. Tr.

*Audubon, J. J. Life and Journals, by his widow.

*Augustinus, St. Confessions. Tr.

Austin, S. Goethe and his Contemporaries.

*Balbo, C. Life and Times of Dante. Tr.

Boswell, J. Life of S. Johnson. ed. Croker.

*Brewster, Sir D. Memoirs of Sir I. Newton.

Brooke, S. Life of F. W. Robertson.

*Brougham, H. Lives of Men of Letters and Science in the Time of George III.

* Brown, S. G. Memoirs of R. Choate.

*Bulwer, H. L. E. Life of Lord Palmerston.

*Burgon, J. W. Life and Times of Sir T. Gresham.

*Butler, J. E. Memoir of J. Grey of Dilstoun.

Buxton, C. Memoirs of Sir T. F. Buxton.

Carlyle, T. Life of Burns.
 Life of Schiller.
 Life of Sterling.

Carpenter, F. B. Six Months at the White House with A. Lincoln.

*Chadwick, W. Life of Daniel De Foe.

Channing, W. H. Memoir of W. E. Channing.

*Cockburn, H. Life of Lord Jeffrey.

- *Coleridge, J. T. Memoir of J. Keble.
- Conybeare, W. J., and Howson, J. S. Life and Epistles of St. Paul.
Same, abridged.
- Cooper, J. F. Lives of Distinguished American Naval Officers.
- Curtis, G. T. Life of D. Webster.
- *Devrient, P. E. Recollections of Mendelssohn. Tr.
- Dicey, E. Memoir of Cavour.
- Edgar, J. G. Boyhood of Great Men.
- *Evelyn, J. Life and Writings of. ed. W. Bray.
- Everett, E. Life of G. Washington.
- *Falloux, A. F. P. Life and Letters of Mme. Swetchine. Tr.
- *Fénelon, F de S. Lives of Ancient Philosophers. Tr.
- Fliedner, T. Life of Pastor Fliedner. Tr.
- *Forster, J. Life of Cromwell.
Lives of Statesmen of the Commonwealth.
- *Forsyth, W. Life of Cicero.
- Franklin, B. Autobiography. Bigelow's ed.
- Frothingham, R. Life of Joseph Warren.
- Fry, Elizabeth. Life compiled from her Journal.
- *Fuller, T. Worthies of England.
- Garibaldi, G. Autobiography. Tr.
- Gaskell, E. Life of Charlotte Brontë.
- Gibbon, E. Autobiography.
- *Gordon, M. Memoir of John Wilson.
- *Goethe, J. W. von. Autobiography. Tr.
- Greeley, H. Recollections of a Busy Life.
- *Grimm, H. Life of Michael Angelo. Tr.
- Guizot, F. P. G. Essay on Washington. Tr.
- Hall, E. B. Memoir of M. L. Ware.
- *Harford, J. S. Life of Michael Angelo; also, Memoirs of Savonarola, Raphael, and V. Colonna.
Harvard Memorial Biographies.
- Head, Sir F. B. Life of Bruce, the African Traveller.
- Holstein, H. L. V. D. Memoirs of La Fayette. Tr.
- Hood, T. Memorials.
- *Hunt, F. Lives of American Merchants.
- Hutchinson, L. Life of Col. Hutchinson.
- Irving, W. Life of Columbus. Same, abridged.
Life of Goldsmith.
Life of Washington.
- Irving, P. M. Life and Letters of W. Irving.
- *James, G. P. R. Charlemagne.
Henry IV. of France.
- Jameson, A. Memoirs of Female Sovereigns.

*Joinville, J. de. *Saint Louis, King of France.* Tr.
Jones, J. W. *Boyhood of Great Men.*
*Jones, W. *Memoir of Rowland Hill.*
*Kératry, E. de. *Rise and Fall of the Emperor Maximilian.* Tr.
*Knight, C. *Biography of Shakespeare.*
*Las Cases, M. J. E. D. *Private Life of Napoleon I.* Tr.
Leslie, C. R. *Autobiographical Recollections.*
*Lewes, G. H. *Life of Goethe.* 2d Eng. ed.
*Liszt. *Life of Chopin.*
Lockhart, J. G. *Memoirs of Sir W. Scott.*
Lossing, B. J. *Biographies of Signers of the Declaration of Independence.*
Macaulay, T. B. *Biographies contributed to Encycl. Britann.*
March, C. W. *Reminiscences of Congress.*
Masson, D. *Life of Milton.*
Mendelssohn, F. B. *Letters.* Tr.
Miller, H. *Autobiography.*
*Molyneux, G. *Curé d'Ars: Memoir of J. B. M. Vianney.* Tr.
*Montalembert, C. F. *Life of St. Elizabeth of Hungary.* Tr.
*Moore, T. *Life of Lord Byron.*
* *Life of Sheridan.*
Morley, H. *Life of Bernard Palissy.*
*Mozart, W. A. *Letters.* Tr.
*Napoleon I. *Confidential Correspondence with Josephine.* Tr.
* *Confidential Correspondence with Joseph.* Tr.
*Niebuhr, B. G. *Life and Letters.* Tr.
Oliphant, M. (O. W.) *Historical Sketches of the Reign of Geo. II.*
Parton, J. *Famous Americans.*
 Life of Franklin.
 Life of Jackson.
Pellico, Silvio. *My Prisons.* Tr.
*Pepys, S. *Diary and Correspondence.*
*Perthes, C. T. *Life of F. Perthes.* Tr.
Plutarch's Lives. Tr. ed. Clough.
Prior, J. *Life of Edmund Burke.*
Procter, B. W. *Charles Lamb: A Memoir.*
*Quatremère de Quincy, A. C. *Life of Raphael.* Tr. Bohn's ed.
Quincy, E. *Life of J. Quincy.*
Riethmüller, C. J. *Life of Alexander Hamilton.*
*Robinson, H. C. *Diary and Correspondence.*
Russell, W. *Boyhood of Extraordinary Men.*
Sainte-Beuve, C. A. *Celebrated Women.* Tr.
*Sarrans, B. *Memoirs of La Fayette and French Revolution of 1830.* Tr.

Schaff, P. Life of St. Augustine. Tr.

*Schindler, A. Life of Beethoven. Tr.

Sévigné, Mme. de. Letters. Tr.

Smiles, S. Brief Biographies.
Industrial Biography.
Lives of the Engineers.

Smith, G. Three English Statesmen. [Pym, Cromwell, Pitt.]

Smith, Sydney. Life and Letters. Student's ed.

Southey, R. Life of Cowper.
Life of Nelson.
Life of Wesley.

Sparks, J. Library of American Biography.
Life of Ledyard.
Life of Washington.

*Stahr, A. Life of Lessing. Tr.

*Stanhope, P. H. Life of W. Pitt.

Stanley, A. P. Life and Correspondence of T. Arnold.

Stirling, W. Cloister Life of Charles V.
Life of Velasquez.

Stowe, H. E. B. Men of our Times.

Strickland, A. Lives of Queens of England. Same, abridged.

* Lives of Queens of Scotland, and English Princesses.

Talfourd, T. N. Life and Letters of Charles Lamb.
Final Memorials of Charles Lamb.

*Taylor, T. Life of Sir Joshua Reynolds.

Thackeray, W. M. English Humorists of the 18th Century.
The Four Georges.

Thatcher, B. B. Lives of Distinguished Indians.

Thayer, W. M. Farmer Boy. [Washington.]
Printer Boy. [Franklin.]

Ticknor, G. Life of W. H. Prescott.

Timbs, J. Inventors and Discoverers.

*Tocqueville, A. C. H. C. de. Memoir, Letters, and Remains. Tr.

Trollope, T. A. Decade of Italian Women.

Trumbull, H. C. Biography of H. W. Camp.

*Twiss, H. Life of Lord Chancellor Eldon.

Tyndal, J. Life of Faraday.

*Vasari, J. Lives of Artists. Tr. Bohn's ed.

*Victoria, Queen. Early Years of Prince Consort.
Life in the Highlands.

*Voltaire, F. M. A. de. Charles XII. Tr.

*Walton, I. Lives of Donne, Wotton, Hooker, Herbert, and Sanderson.

*Warburton, E. Memoirs of Horace Walpole.

* Memoirs of Prince Rupert.

- Ware, J. Life of H. Ware, Jr.
- Washington, G. Writings (mostly Correspondence). ed. J. Sparks.
- White, R. G. Life of Shakspere.
- *Wilkinson, J. J. G. Life of Swedenborg.
- Wirt, W. Life of Patrick Henry.
- Wordsworth, C. Memoirs of W. Wordsworth.

FICTION.

- Abbott, J. Harper's Story Books.
- *About, E. King of the Mountains. Tr.
- * Tolla. Tr.
- Adams, W. T. (Oliver Optic). Boat Club.
Now or Never.
Sailor Boy.
Soldier Boy.
Starry Flag.
Yankee Middy.
Young America Abroad.
Young Lieutenant.
- Aguilar, G. Home Influence.
Home Scenes.
Mother's Recompense.
- Alcott, L. M. Little Women.
Old-fashioned Girl.
- Alger, H. Frank's Campaign.
Paul Prescott's Charge.
- Andersen, H. C. Danish Fairy Legends. Tr.
- * Improvisatore. Tr.
Stories and Tales. Tr.
- Arabian Nights' Entertainments. Tr. Lane's ed.
- *Auerbach, B. On the Heights. Tr.
- * Villa on the Rhine. Tr.
- Austen, J. Emma.
Mansfield Park.
Pride and Prejudice.
- Baker, G. M. Amateur Dramas.
- Baker, S. W. Cast up by the Sea.
- Ballantyne, R. M. Coral Island.
Hudson's Bay.
Snowflakes and Sunbeams.
World of Ice.
- *Beckford, W. Vathek.
- Bellew, F. Art of Amusing.

*Björnsen, B. Arne. Tr.
*Bréhat, A. de. Adventures of a Little French Boy. Tr.
*Bremer, F. Home. Tr.
* Neighbors. Tr.
Brontë, C. (Curer Bell). Jane Eyre.
 Villette.
*Brooks, S. Aspen Court.
* Gordian Knot.
Bulfinch, M. H. Frank Sterling's Choice.
Bulfinch, T. Age of Chivalry.
 Age of Fable.
 Legends of Charlemagne.
Bulwer-Lytton, E. Caxtons.
* Harold.
* Last of the Barons.
 Last Days of Pompeii.
 My Novel.
 Pilgrims of the Rhine.
* Rienzi.
 What will He Do with It?
Bunyan, J. Pilgrim's Progress.
*Burney, F. Evelina.
*Carleton, W. Stories of Irish Peasantry.
*Carlyle, T. German Romance. Tr.
Carroll, L. Alice's Adventures in Wonderland.
*Cervantes, M. de S. Don Quixote. Tr.
Chamisso, A. von. Peter Schlemihl. Tr.
Charles, E. Early Dawn.
 Kitty Trevylyan.
 Schönberg-Cotta Family.
Clarke, C. Mademoiselle Mori.
 On the Edge of the Storm.
Clarke, R. S. (Sophie May). Dotty Dimple Stories.
 Little Prudy Series.
*Collins, W. Antonina.
 Moonstone.
 No Thoroughfare.
 Woman in White.
Cooper, J. F. Deerslayer.
 Last of the Mohicans.
 Lionel Lincoln.
 Pathfinder.
 Pilot.

Cooper, J. F. Pioneers.
Prairie.
Red Rover.
Spy.
Copsley Annals preserved in Proverbs.
*Cottin, S. R. Elisabeth ; Exiles of Siberia. Tr.
Craik, D. M. (Miss Muloch). Brave Lady.
Christian's Mistake.
John Halifax, Gentleman.
Mistress and Maid.
Noble Life.
Ogilvies.
*Croker, T. C. Legends of Ireland.
Cummins, M. S. Lamplighter.
Curtis, G. W. Prue and I.
Davis, R. B. Life in the Iron Mills.
Margret Howth.
*Day, T. Sandford and Merton.
De Foe, D. Robinson Crusoe.
Dickens, C. Complete Works.
*Disraeli, B. Coningsby.
* Henrietta Temple.
* Lothair.
Vivian Grey.
Dodge, M. E. Hans Brinker.
Du Chaillu, P. Stories of the Gorilla Country.
Wild Life under the Equator.
*Dudevant, A. L. A. D. (George Sand). Consuelo. Tr.
* Fadette. Tr.
* Fanchon. Tr.
*Dumas, A. Count of Monte-Cristo. Tr.
* Three Guardsmen. Tr.
Edgeworth, M. Absentee.
Harrington.
Helen. •
Ormond.
Vivian.
Erckmann, E., and Chatrian, A. Blockade of Phalsburg. Tr.
Conscript of 1813. Tr.
Invasion of France in 1814. Tr.
Madame Thérèse. Tr.
Waterloo. Tr.
Ewing, J. H. Brownies and Other Tales.
*Ferrier, M. Inheritance.

*Feuillet, O. Romance of a Poor Young Man. Tr.
Follen, E. L. Well-spent Hour.
*Frere, M. Hindoo Fairy Legends.
*Freytag, G. Debit and Credit.
Gaskell, E. C. Cranford.
Mary Barton.
My Lady Ludlow.
North and South.
Ruth.
Wives and Daughters.
Gatty, M. Aunt Judy's Letters.
Tales.
Parables from Nature.
Goldsmith, O. Vicar of Wakefield.
Green, R. J. Burton Hall.
Cushions and Corners.
Grimm, J. and W. German Popular Tales. Tr.
Haliburton, T. C. Sam Slick.
*Hall, A. M. Lights and Shadows of Irish Character.
* . . Midsummer Eve.
Harte, Bret. Luck of Roaring Camp.
Hawthorne, N. House of the Seven Gables.
* . . Marble Faun.
Mosses from an Old Manse.
* . . Scarlet Letter.
Snow Image.
Twice-told Tales.
Hentz, C. L. Ernest Linwood.
Planter's Northern Bride.
Rena.
*Hoffmann, E. T. W. Fairy Tales. Tr.
Holmes, O. W. Elsie Venner.
Guardian Angel.
*Howitt, M. Artist-wife.
Howitt, W. Boy's Adventures in Australia.
*Howitt, W. and M. Stories of English and Foreign Life.
Hughes, T. School-days at Rugby.
Tom Brown at Oxford.
*Hugo, V. Hunchback of Notre Dame. Tr.
Ingelow, J. Mopsa the Fairy.
Stories told to a Child.
James, G. P. R. Agincourt.
Darnley.
Richelieu.

Jerrold, D. Mrs. Caudle.
Kavanagh, J. Beatrice.
Madeline.
Nathalie.
Sybil's Second Love.
Kellogg, E. Elm Island Stories.
Kennedy, J. P. Horseshoe Robinson.
Swallow Barn.
Kimball, R. B. St. Leger.
*Kingsley, C. Alton Locke.
* Greek Fairy Tales.
* Hypatia.
Water Babies.
Westward Ho !
Kingsley, II. Geoffrey Hamlin.
Hillyars and Burtons.
* Leighton Court.
* Ravenshoe.
Kingston, W. H. G. Cruise of the Frolic.
Round the World.
Laboulaye, E. Fairy Tales of all Nations. Tr.
*La Fontaine, J. de. Fables. Tr.
*Lamartine, A. Raphael. Tr.
Lamb, M. and C. Tales from Shakspeare.
Mrs. Leicester's School.
*La Motte Fouqué, F. Undine. Tr.
*Lawrence, G. A. Guy Livingstone.
Lee, E. B. Naomi.
Lee, H. Canterbury Tales.
*Le Sage, A. R. Gil Blas. Tr.
Lever, C. Charles O'Malley.
Harry Lorrequer.
Sir Brook Fossbrooke.
Lewes, M. J. (George Eliot). Adam Bede.
Felix Holt.
* Romola.
*Lockhart, J. G. Valerius.
Lover, S. Handy Andy.
Legends of Ireland.
Lowell, R. T. S. New Priest.
MacDonald, G. Alec Forbes.
Annals of a Quiet Neighborhood.
David Elginbrod.
Guild Court.

MacDonald, G. Robert Falconer.

Mackarness, M. A. Sunbeam Stories.

Manning, A. Deborah's Diary.

* Duchess of Trajetto.

Household of Sir Thomas More.

* Ladies of Bever Hollow.

Mary Powell.

Poplar House Academy.

Mansfield, R. B. Log of the Water Lily.

Marlitt, E. Gold Elsie. Tr.

Old Mam'selle's Secret. Tr.

Marryat, F. Children of the New Forest.

* Japhet in Search of a Father.

King's Own.

Masterman Ready.

Newton Forster.

Peter Simple.

Marsh-Caldwell, A. Lettice Arnold.

Martineau, H. Billow and Rock.

Crofton Boys.

Feats on the Fiord.

*Melville, H. Typee.

Mitchell, D. G. (Ik. Marvel). Dream Life.

Reveries of a Bachelor.

Montgomery, F. Misunderstood.

*Mündt, C. (Miss Mühlbach). Andreas Hofer. Tr.

* Berlin and Sans Souci. Tr.

* Catherine Parr. Tr.

* Marie Antoinette and her Son. Tr.

Nordhoff, C. Cape Cod and All along Shore.

Oliphant, M. Brownlows.

Chronicles of Carlingford.

Margaret Maitland.

*Palgrave, F. T. Five Days' Entertainment at Wentworth Grange

Parr, L. Dorothy Fox.

Phelps, E. S. Gipsy Series.

*Poe, E. A. Tales.

*Porter, J. Scottish Chiefs.

* Thaddeus of Warsaw.

*Pullock, R. Peter Wilkins.

Reade, C. Christie Johnstone.

Cloister and the Hearth.

| Reid, M. Afloat in the Forest.

Bush Boys.

Reid, M. Desert Home.
Forest Exiles.
Plant Hunters.
Young Voyageurs.
Young Yägers.
Roche, R. M. Children of the Abbey.
*Ruffini, G. Doctor Antonio.
*Saint Pierre, B. de. Paul and Virginia. Tr.
Saintine, X. Picciola. Tr.
Sartoris, A. Week in a French Country House.
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Margaret Percival.
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* Gemma.
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- * Lances of Lynwood.
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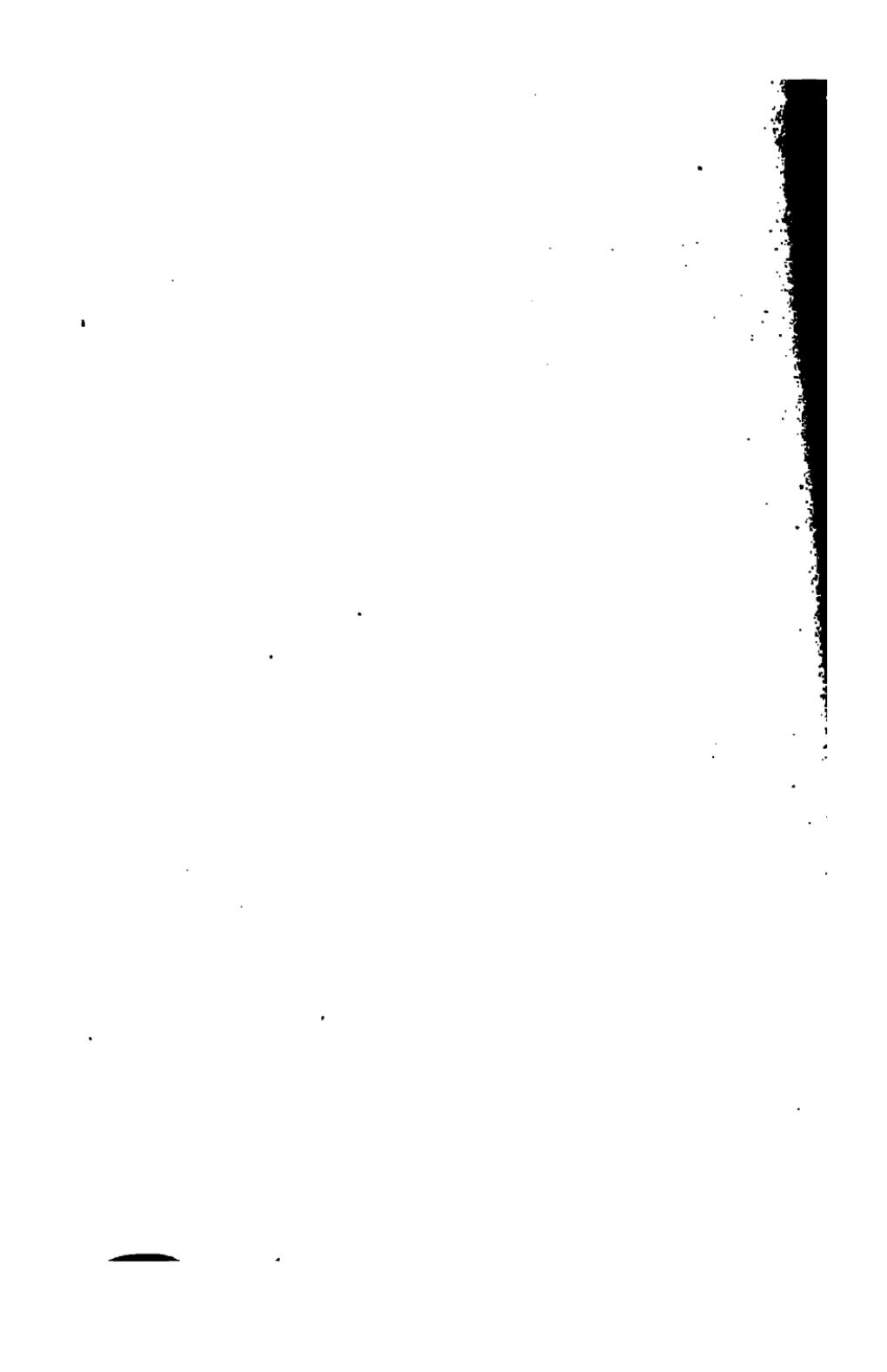
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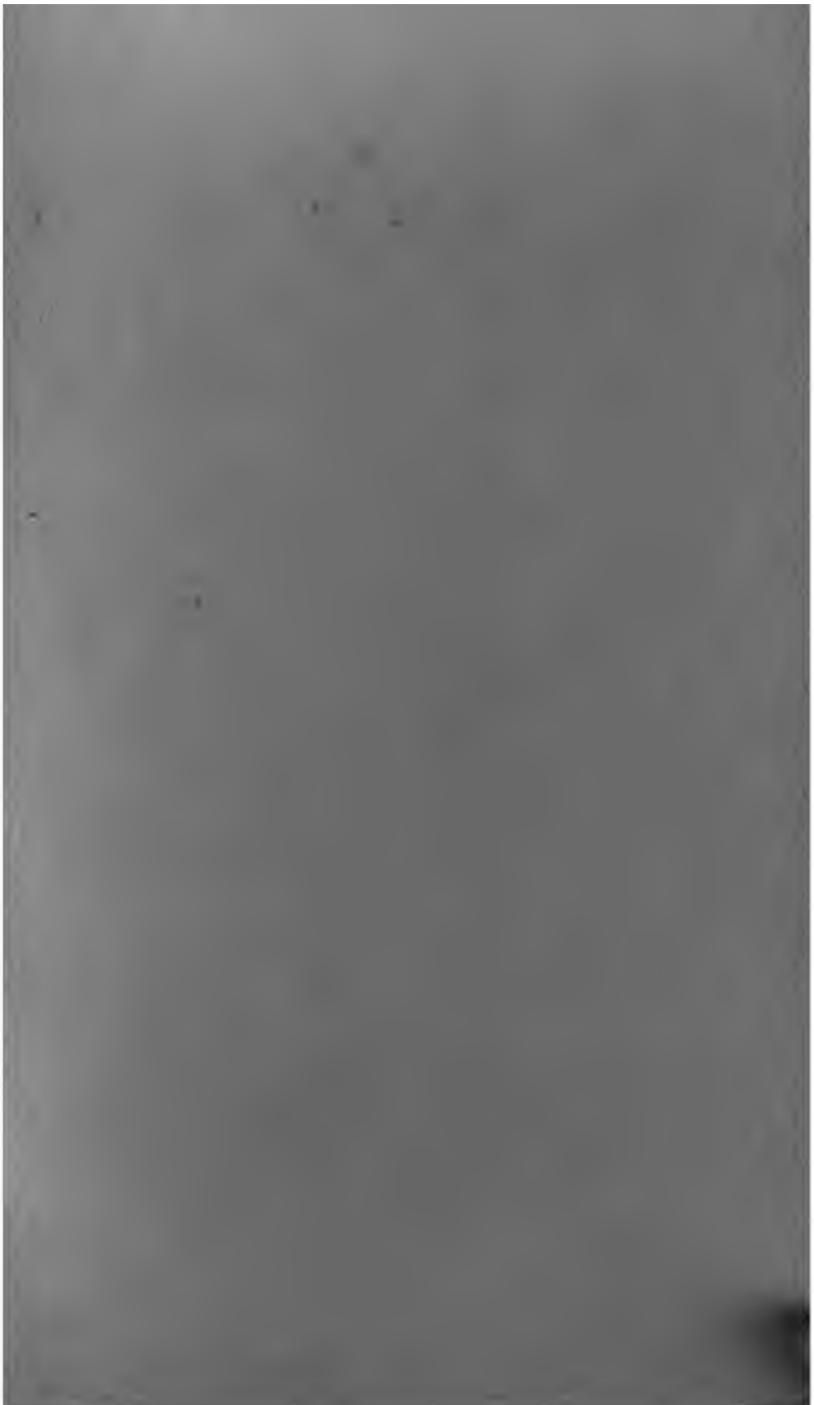
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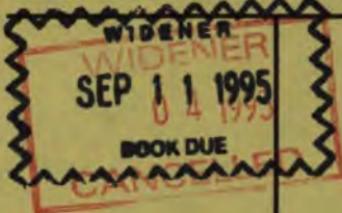
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